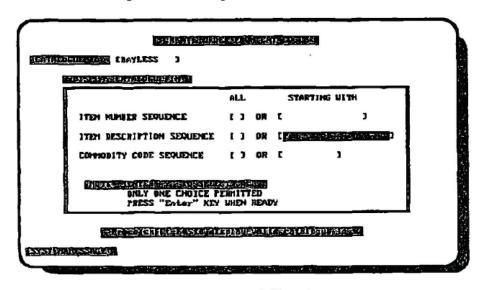
EXHIBIT 4

P.O. Writer

 The user could specify a catalog for searching and give partial specification of an item

For example, say you want to display all items in the Bayless Catalogue whose description starts with the letters "P".



With the cursor in the CATALOGUE ID field:

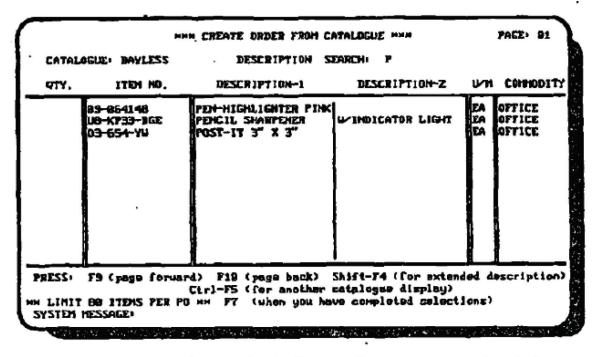
- Type BAYLESS
- TAB to the ITEM DESCRIPTION FIELD STARTING WITH
- Type P [ENTER]

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(DX-117)

P.O. Writer

After a search, user could create a requisition:



There are 3 items in the Bayless Catalogue whose descriptions begin with the letter P. You want to order 300 pens and 5 pencil sharpeners.

Enter the quantities shown on the next screen. Use the TAB key to move down the QTY, column.

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P.O. Writer

 A user could create multiple purchase orders from a requisition:

14. Requisitioning Interface

The REQUISITIONING INTERFACE allows you to turn Purchase Requisitions into Purchase Orders quickly and easily. Requisitions can be automatically consolidated onto one Purchase Order. A Requisition can also be split, creating any number of Purchase Orders.

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